

**ABBOTT MEMORIAL LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 15, 2021**

The February 15, 2021 meeting took place via ZOOM.

The meeting began at 7:08 PM.

Present: Anne Bower, Betsy Rhodes, Tina Clifford, Jean Souter, and Cory Smith, Librarian.

Absent: Chuck Gundersen and Heather Durkel

Guest: Susan Burgess

The agenda was reviewed and adopted. The January minutes were approved.

***REPORTS***

*Librarian:* Cory reported that Kanopy was put on the listserv and several patrons responded and were given their barcodes. Many Valentine craft bags were picked up (approx. 29), and overall, the library was pretty busy this last month. The circulation of library materials has been typical of what we've had over the last 6 years, in spite of changing library protocol during the pandemic. The library is still open on Tuesday and Thursday with curbside only on Saturday. Cory is following the news on the Covid variants and listening to state recommendations on whether to go all curbside in the future.

She is working on the annual report to the Vermont Department of Libraries which is due at the end of this month.

*Building and Grounds:* Betsy reported that the radon level is a bit higher than it has been but still okay.

The basement walls are still fine, with very few crumbles.

Twice, one of the front door triangle window panes fell out due to people knocking on the door.

Nothing was broken, and the pane was put back in, but this led to a discussion on how to prevent this, as so many patrons need to knock on the door these days. It was decided to buy an inexpensive portable chime box and door bell. Up to \$50 was approved and Betsy and Cory will work out the details on the purchase and installation.

The repair around the light fixtures will be a March project.

The draft issue around Cory's computer was solved by putting 1/2 inch foam board around it.

Much of the vegetation on the library/Teago bank was cut, so Betsy and Cory, along with Alan Graham, will make a plant list and plan for future replanting.

*Treasurer:* Chuck brought the computer, books, and any pertinent information to Susan Burgess, who will be taking over as Treasurer in March. Susan reported that he gave her lots of information and is willing to meet with her again as needed, especially in March. There was a discussion on the use of the PC for bookkeeping verses the Apple computer, but Susan is willing to start off with the PC for now.

*Development:* Although Heather couldn't attend the meeting, she relayed that donations are still coming in and she thanked those who are still writing thank you notes.

Edits were made on the planned giving cards that we wish to have at the library. The website will have information also. Betsy will send the latest rendition to the trustees for final approval.

***Community Outreach:*** Betsy spoke again with Alan Graham, who was enthusiastic about setting up an Invasive Plant Zoom program. After a discussion, it was decided to set up a tentative date on Sunday, April 25 at 4:00 pm. Anne will be the host, and Betsy and Alan will set up the format, which is still to be determined. It will be advertised on the Pomfret and Woodstock listservs, the Front Porch Forum, and both the town and Abbott websites. A Zoom link will be included closer to the program date.

***Chair:*** Anne, Tina, and Cory met for the annual librarian evaluation. The state of the library and its services are going amazingly well considering the circumstances this year.

Anne had a second conversation with someone from the Preservation Trust of Vermont regarding possible disability access. She will find out more about grants, cost sharing, and design ideas about alternative approaches to improving our building's access.

A while back, a piece of slate came off the roof. This spring, we will have to have our roof man come back to inspect and make any repairs.

### ***OLD BUSINESS***

***PayPal:*** Anne figured out how to work it on her website. The question is whether we want to pursue trying to use it for donations to the library. After a lengthy discussion, it was decided that Cory will do some research on what other municipal libraries do. We will come back to this at a later date.

### ***NEW BUSINESS***

***From Trustees Calendar: Annual Trustees' self-evaluation:*** We discussed our current roles and felt comfortable with what we are doing at this time. It seems everyone is happy in their positions on the board.

The meeting adjourned at 8:40 PM.

The next Board of Trustees Meeting will take place at 7 PM on Monday, March 15, 2021 by ZOOM.

Respectfully submitted,  
Jean Souter